

# Retention and Classification Report

**Agency:** Office of Family Support. Cedar City Office (1910)

176 East 200 North  
Cedar City, UT 84720  
435-865-6530

**Records Officer** Amanda McPeck

19487	Check issuance case files
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**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19487

3

**TITLE:** Check issuance case files

**DATES:** 1990-1997

**ARRANGEMENT:** Numerical by check number

**DESCRIPTION:**

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19487

**TITLE:** Check issuance case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19486

3

**TITLE:** Day care case files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year  
**DESCRIPTION:**

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now the Dept. of Workforce Services.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19486

**TITLE:** Day care case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19484

3

**TITLE:** Day care center licensing files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname, chronological by year

**DESCRIPTION:**

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

**RETENTION:**

Retain 8 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 3.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19484

**TITLE:** Day care center licensing files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19483

3

**TITLE:** Eligibility case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS). That service is now provided by The Dept. of Workforce Services.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists



**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19483

**TITLE:** Eligibility case files

(continued)

of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept. of Workforces, against clients, documentation on target populations, and support services offered to clients.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 13918

3

**TITLE:** Employment case management files

**DATES:** 1980-

**ARRANGEMENT:**

**DESCRIPTION:**

These files were used initially to monitor Family Support client cases and their progress. That service is now provided by The Dept. of Workforce Services. They also document the self sufficiency and income eligible child care programs.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

**AUTHORIZED:** 04/11/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal  
CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 13918

**TITLE:** Employment case management files

(continued)

client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept. of Workforces, against clients, documentation on target populations, and support services offered to clients.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19485

3

**TITLE:** Family day care licensing files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname, chronological by year

**DESCRIPTION:**

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, now serviced by The Dept. of Workforce Services.

**RETENTION:**

Retain 8 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 4.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19485

**TITLE:** Family day care licensing files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19488

3

**TITLE:** Food stamp case files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname, chronological by year

**DESCRIPTION:**

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the Food Stamp Intergovernmental Records Schedule (1995) which specifies these records should be retained for 2 years.

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19488

**TITLE:** Food stamp case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 7295

3

**TITLE:** Home energy assistance target program case files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

**AUTHORIZED:** 03/19/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.



**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 7295

**TITLE:** Home energy assistance target program case files

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19493

3

**TITLE:** Medical cards

**DATES:** 1990-1997

**ARRANGEMENT:** Numerical by card number

**DESCRIPTION:**

Cards issued to clients receiving medical care for medicaid services offered initially through the Office of Family Support, now The Dept. of Workforce Services.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 13.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper copy: Retain in Office for 1 year and then destroy provided documents are no longer needed.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19493

**TITLE:** Medical cards

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19490

3

**TITLE:** Medical excess payment records

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year  
**DESCRIPTION:**

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. Initially The Office of Family Support, and now The Dept. of Workforce Services is notified by Recovery Services when action is pending on a collection matter.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19490

**TITLE:** Medical excess payment records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19489

3

**TITLE:** Prescription drug claims

**DATES:** 1990-1997

**ARRANGEMENT:** Numerical by claim number

**DESCRIPTION:**

These are prescription drug claims from clients receiving assistance initially through the Department of Human Services, Office of Family Support, now serviced by The Dept. of Workforce Services. Clients must meet income and medical eligibility requirements set by federal and state governments.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 9.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19489

**TITLE:** Prescription drug claims

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19492

3

**TITLE:** Provider billing files

**DATES:** 1990-1997

**ARRANGEMENT:** Chronological by month, thereunder numerical by billing number  
**DESCRIPTION:**

These are billings issued to day care providers for services provided initially to the Office of Family Support, and now serviced by The Dept. of Workforce Services.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 12.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**



**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19492

**TITLE:** Provider billing files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19491

3

**TITLE:** Provider files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19491

**TITLE:** Provider files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19496

3

**TITLE:** Single parent employment program files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year  
**DESCRIPTION:**

These files document a demonstration program initiated originally by the Department of Human Services, Office of Family Support, now The Dept. of Workforce Services, to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 16.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided all audits have been completed.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19496

**TITLE:** Single parent employment program files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19495

3

**TITLE:** Transmittal records

**DATES:** 1990-1997

**ARRANGEMENT:** Numerical by transmittal number

**DESCRIPTION:**

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 15.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided all audits have been completed.

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19495

**TITLE:** Transmittal records

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19494

3

**TITLE:** Voided medical cards

**DATES:** 1990-2000

**ARRANGEMENT:** Numerical by card number

**DESCRIPTION:**

Cards that have been voided initially by the Office of Family Support, now The Dept. of Workforce Services, when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 14.

**AUTHORIZED:** 11/21/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided documents are no longer needed.

**APPRAISAL:**



**AGENCY:** Department of Workforce Services. Cedar City North Employment Center

**SERIES:** 19494

**TITLE:** Voided medical cards

(continued)

**PRIMARY CLASSIFICATION:**

Private